



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEPR-Z (715)

15 April 2003

MEMORANDUM FOR COMMANDERS/DIRECTORS, ALL USACE COMMANDS
(DIRECTORS/CHIEFS OF CONTRACTING)

SUBJECT: PARC (Principal Assistant Responsible for Contracting) Instruction Letter
(PIL) 2003-08, End to End Paperless Contracting reporting guidance

1. References:

a. Policy guidance email, subject: Quarterly Metrics Collection, dated 9 April 2003 from LTC John L. Bellizan, SAALT (enclosed).

b. Army SPS CONOPS User Bulletin FY03-005, subject: E2E Metrics Report
< <https://armysps.sdcl.lee.army.mil/conops/bulletins/FY03-005%005%20End%20to%20End%20Procurement%20Metrics.doc> >

2. Reference a:

(i) The Paperless Contracting committee changed its name to End to End (E2E) committee.

(ii) Effective 1 October 2002, monthly collections of E2E metrics is no longer required. You are required to submit required metrics, quarterly, directly to Ms Trish Owens, SDC Lee within 5 business days following the end of each quarter. The E2E Metrics Data Call report will include the following information for the specified period:

- Number of PRs received via electronic interface
- Number of PRs entered into PD² manually
- % of total PRs received via electronic interface
- Total number of solicitations issued via electronic interface
- Total number of awards/modifications released electronically.

3. Reference b: The End to End Procurement Metrics reporting replaces the monthly Paperless reporting that has been required in the past. Accordingly, it is no longer necessary for you to submit Paperless procurement data to the OPARC, HQUSACE.

4. The Action Officer for this PIL is Song Zobrist, CEPR-Z, 202-761-5450.

FOR THE COMMANDER:

Encl


BUNNATINE H. GREENHOUSE
Principal Assistant Responsible
for Contracting

Zobrist, Song H HQ02

From: Bellizan, John L LTC ACA [john.bellizan@saalt.army.mil]
Sent: Wednesday, April 09, 2003 9:31 AM
To: 'song.h.zobrist@hq02.usace.army.mil'
Cc: Mullen, Stephanie Ms ACA
Subject: Quarterly metrics Collection

To Whom It May Concern

Background

The Paperless Contracting Committee was chartered in 1998 and chaired by Mike Williams, SES (DCMA) and Jerry Henton, SES (DFAS). The purpose of the committee was to implement the paperless contracting process. To measure progress, metrics were put in place and collected monthly and reported up to OSD. These metrics were:

- # of purchase request recieved electronically/manually
- # of solicitation issued electronically/manually
- # of award/mods sent eclectronically/manually

Two years ago the Paperless Contracting Committee name changed to the E2E committee. The committee chairman, charter, and monthly collection of the above metrics remained the same.

In August 2002, the E2E committee met and made the following change to the required metrics collection:

Effective 1 October 2002, monthly collections of E2E metrics is no longer required. Required metrics will be collected quarterly and reported to Ms Trish Owens, SDC Lee within 5 business days following the end of each quarter. The End to End Metrics Data Call report will include the following information for the specified period:

- o Number of PRs received via electronic interface
- o Number of PRs entered into PD² manually
- o % of total PRs received via electronic interface
- o Total number of solicitations issued via electronic interface
- o Total number of awards/modifications released electronically.

John L. Bellizan

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4/14/2003

Endorse